

DIRECTIONS FOR COMPLETING AND SUBMITTING ITC GRANT APPLICATION

How to Register:

If this is your first time using the ITCGrant system, you will need to register for access.

Security Warning:

1. Use the Internet Explorer browser. Install the Security Warning. This installation will only need to occur the first time and will not appear after you have installed. When installed your application will appear cleaner, without the url, date, etc. appearing on the top and bottom of the printed copy.

To register:

1. Go to the login page and click the “Register” link below the login information area.
2. On the next screen, enter the email address you wish to register.
 - 2.1. This is verifying that the email address has not been registered already.
3. If the email address has been registered already, you will be given a chance to retrieve the password.
 - 3.1. An email will be sent to the registered email address containing the password and instructions.
4. If the email address has not been registered, you will be given a chance to register.
5. On the “Register New Applicant Account”, fill in the required fields highlighted in yellow and click the “Register” button.
 - 5.1. If registration is successful, you will get a link that will take you to the login page.
 - 5.2. If registration is unsuccessful, you will need to fix any errors and try again.

How to Login:

If you have already registered, go to the login page and enter the email address and the password and click the “Login” button.

Forget your Password:

If you have forgotten your password, go to the login page and click the link to have the password emailed to the email address provided.

How to start a new grant application:

1. Login to the ITCGrant system.
2. On the Grants List page, click the link “Start a New Grant Application”

How to update an existing grant application:

1. Login to the ITCGrant system.

2. In the list of current applications, click on the Grant Name of the application you wish to update.
3. You are limited to 7995 characters for the description of each Element.

How to view reports:

1. Login to the ITCGrant system.
2. In the list of current applications or in the list of grants submitted for final approval, click on the “View/Report” link for the Grant Name in which you wish to see the report.

Working the application:

New Grant Application:

1. After starting the new grant application, you will be taken to a blank form.
2. Complete areas highlighted in yellow. Pressing the Tab Key will move you to the next field on the form.
3. Click the “Save Grant Information”.
4. You are now ready to work on the other parts of the application.
5. To add a new element, click the “Add An Element” button.
 - 5.1. On the Element Form Maintenance Page, complete the areas highlighted in yellow and click the “Save” button.
 - 5.2. Cutting and pasting text from another application such as MS Word: Copy into Notepad, then copy from Notepad and paste into the application.
 - 5.3. If you have several components within one (1) element, break out the dollar amount requested and match provided for that component.
 - 5.4. Do not enter a dollar sign when entering the dollar amounts for the ITC Requested and the Match. Commas may be entered. The numbers will be automatically formatted.
 - 5.5. If you desire, you can continue to add elements from the form by clicking on the “Add Another Element” button.
 - 5.5.1. The current element will be saved and the form will be cleared.
6. To view the budget, click on the “View Proposed Budget” button.
 - 6.1. You cannot change values on the Proposed Budget page. Information contained in this page is automatically updated when you add or change values on the page describing each Element.
7. To work on the match documentation, click the “View/Update Match Documentation” button.
 - 7.1. On the Match Documentation page, complete the areas highlighted in yellow and click the “Save Match Documentation” button.
 - 7.2. This will add new match documentation to the list.
 - 7.3. To add another match document, click the “Clear Entries” button and add the new information.
 - 7.4. You can edit or delete an existing match document, by clicking the corresponding button next to the document you wish to edit/delete.

- 7.5. If editing the document, you may see four decimal places after an amount – for example 100.0000 – this is ok. Just enter the new amount and click the “Update” button”.
- 7.6. Match Documentation – Do not enter the dollar sign for amounts entered. If Contributor information is updated and numbers appear, do not be concerned the change will automatically be updated.
- 7.7. You can click the “Cancel” button if you do not want to update that document.
8. To manage the checklist, click on the “Manage Application Checklist” button.
 - 8.1. On the “Idaho Travel Council Application Checklist” page, check the item in the list that you have completed and click the “Save Checked Items” button.
 - 8.2. To submit an application for pre-approval, click the “Submit Application for Pre-Approval” button.
 - 8.2.1. You must complete and check off the required items in the checklist.
 - 8.2.2. The match documentation must balance.
 - 8.3. To submit an application for Final Approval, click the “Submit Application For Final Approval” button.
 - 8.3.1. You must complete and check off the required items in the checklist.
 - 8.3.2. The match documentation must balance.
 - 8.4. You will get a confirmation email that the application has been submitted for either pre-approval or final approval.

To work on an application, either start a new application or choose an existing application. On the main page, complete the areas highlighted in yellow and then click the “Save Grant Information”. If you are updating an existing application and you do not have any changes to the main form, you do not need to click the “Save Grant Information” button after you have saved.